

Research and Fisheries
Related Contract Guide:
McNary Lock and Dam Project
2016

Introduction

The bulk of this guide is intended for fisheries related researchers at McNary Project. The Appendices have requirements related to specific contractors. Researcher's forms are found in Appendix A. Adult fish counter guidelines can be found in Appendix B. The Smolt Monitoring Program guidelines can be found in Appendix C. The avian hazing guidelines are published in the McNary Avian Guide, which is a separate document. For contractual requirement questions, contact District contract personnel.

Many activities must be coordinated with the project directly including facility operations and maintenance, construction, public visitation and fish related research. Many research activities may involve personnel who are not familiar with USACE requirements, or the requirements of McNary specifically. In addition, requirements may change over time, particularly with regard to safety and security issues. It is the researcher's responsibility to review Districts and project specific guidelines and follow procedures when appropriate.

Coordination

To start any fish related activity at McNary project, the first step is to submit a written Request for Access Letter to the District Chief of Operations, see sample letter in the “NWW Guides for Project Access” section at <http://www.nwd-wc.usace.army.mil/tmt/documents/FPOM/2010/NWW%20Research/Research.html>. When this request is approved, further District level coordination will typically occur through NWW District Coordinators. At McNary, coordination must be performed with the Project OPM and the Project Fishery Biologist. This process must be done annually for research programs that are ongoing. Please make every effort to personally introduce staff you will have onsite directly with the Project Biologist.

The following list of items should be considered prior to submitting your Request for Access Letter and should be included within the letter:

- Project work plan including a detailed schedule of planned activities
- Project impact statement
- Activity hazard analysis and job hazard analysis
- Safety Data Sheets
- ESA documents, when applicable
- State collectors permits, when applicable
- Funding arrangements for project support
- List of boats, personnel and vehicles

Work at McNary may not start until USACE provides a written affirmative response to the Request for Access Letter. Coordination may take two weeks or longer, so plan accordingly.

Removing fish or wildlife from McNary requires a State collectors or transport permit. A copy of the permit must be provided to McNary before research or removal may commence.

For work requiring physical project support, funding arrangements must be made before assistance can be provided. If your work requires project support, submit your requests as early as possible to the Project Biologist who will facilitate work requests for researchers.

Points of Contact

Submit a paper copy of your Request for Access Letter to:

US ARMY CORPS OF ENGINEERS
Walla Walla District Headquarters
201 North 3rd Avenue
Walla Walla, Washington 99362

Attention: Richard Werner
Chief, Operations Division

After your Request for Access letter is submitted, further coordination will typically occur through an Operations Division Coordinator.

NWW District Coordinators:

Adult Fish Coordinator
Greg Moody
NWW Operations Division, Fisheries Biologist
Gregory.P.Moody@usace.army.mil
509-527-7124

Juvenile Fish Coordinator
John Bailey
NWW Operations Division, Fisheries Biologist
John.C.Bailey@usace.army.mil
509-527-7820

McNary Project Personnel:

Operations Project Manager
David Coleman
82790 Devore Road, PO Box 1230
Umatilla, Oregon 97882
Dave.R.Coleman@usace.army.mil

Project Fisheries Biologist
Bobby Johnson
82790 Devore Road, PO Box 1230
Umatilla, Oregon 97882
Bobby.Johnson@usace.army.mil

Assistant Fisheries Biologist
Denise Griffith
82790 Devore Road, PO Box 1230
Umatilla, Oregon 97882
Denise.S.Griffith@usace.army.mil

Coordination Meeting

Once the approval letter from the Army Corps has been obtained, a coordination meeting should be arranged and held between the activity study leaders, the Project Biologist and the Operations Manager. At a minimum, the items in the “Fish Activities” checklist should be discussed.

Key Personnel

Some of the important project phone numbers are shown in the adjacent table. The three-digit numbers are used on the internal project phone system. These phones are available at many locations around the project.

Control Room	231
Operations Manager	251
Chief of Operations	253
Project Fisheries Biologist	212
Assistant Fisheries Biologist	263

General Safety Considerations

A new Activity Hazard Analysis (AHA) must be provided for review and approval at the beginning of each year of research activity. This is an important requirement of the Army Corps Safety Manual. In addition, we require copies of the OSHA mandated Personnel Job Hazard Analysis for each position description in the activity. The AHA must contain the same information as the example provided in Appendix A, but you may also request a blank fillable AHA from the Project biologists.

Each research group must conduct their own weekly safety meetings. Work plans, relations with the project and important safety considerations will be discussed. In particular, the Projects Safe Clearance Procedures, which should be reviewed. Notes or a list of topics from these weekly meetings must be provided to the Project Biologist monthly.

As defined in the Army Corps Safety Manual, a specified number of employees at each job site must have First Aid and CPR training, generally two people on each crew must be current. This list of certified employees must also be given to the Project Biologist.

All safety incidents need to be reported immediately. The following information will need to be provided:

- Location of the incident
- Personnel involved
- Severity of situation
- Resources required to fix situation

In addition to all of the above general safety considerations, all employees are required to

complete the online Hazardous Energy Control Program (HECP) training. Each researcher unit is responsible for providing this training to their employees in a timely manner before work begins at McNary Project. This training is to safeguard personnel whose operating, maintenance, construction, testing, or research duties require them to work on or near equipment in which the unexpected energizing, startup, or release of any form of hazardous energy could cause personal injury or property damage. The HECP training level will be determined by the Project Chief of Operations. Once the training is finished, a copy of the certificate of completion must be provided to the Project Biologist or to the Assistant Biologist either in person or by email. Employees requiring a safe clearance cannot begin work until their name has been added to the HECP Appendix D in the Control Room at McNary Project. To complete the HECP training please go to the link provided. <http://hecp.vividlms.com/>

Safety Equipment and Clothing

Each researcher unit is responsible for providing their employees with the appropriate safety equipment. Safety equipment includes: steel toe boots, hard hats, earplugs, eye protection, safety harnesses, shock absorbing fall protection and personal floatation devices, if needed for activity. Contact the Project Biologist for information on what additional equipment will be required for your research activities.

Personnel must also conform to dress requirements while at McNary project. The minimum dress requirements include: Long pants, sleeved shirt, steel toe boots and a hard hat. The dress code applies in all non-visitor areas. The dress code is in effect all hours, even night shift.

Vehicle speed limits are posted throughout the project. Personnel shall comply with these limits and should drive defensively. Seat belt use is required. Riding in the cargo area of trucks is prohibited. Special care must be taken to avoid accidents.

Smoking indoors is not permitted anywhere at McNary with the exception of smoking shelters. These shelters are provided at strategic locations for personal protection from weather while smoking outside. Smoking is not allowed within 50' of any doorway.

Research Equipment

A "Research Equipment Tracking Form" must be filled out and turned into the Project Biologist at least two weeks prior to the equipment being brought onto McNary property. All research equipment must be properly marked and identified with stickers or labels while on McNary property. When research equipment is used within McNary boundaries the equipment shall be properly labeled. Proper labels are available under "Tag Form." Research equipment shall be marked with painted or laminated weather resistant tags. Project personnel shall remove any research equipment that has not been properly coordinated and is not labeled. Once the research has been completed permanently or for the season, the equipment must be removed from the project, unless permission to do otherwise has been authorized by the OPM or the Project Biologist.

Whenever possible cables and wiring shall be in cable trays. On those occasions that cables or wires need to be attached to the dam structure, tie wraps shall be neatly used with any extra tails cut short. Equipment and cables will not be tied off to hand rails, electrical conduit or pipes and must not span access ways or create a safety hazard.

Boat Operations

McNary project has an established Boat Restricted Zone (BRZ) upstream and downstream of the Navlock and Dam. No boats may enter the BRZ without first receiving approval from the Control Room and completing the requirements in the Coordination Section above.

A request, including the work schedule, Activity Hazard Analysis (AHA) and work plan, must be received by the project at least two weeks prior to the start of requested BRZ access. A work safety meeting will be held at the project and administered by a project representative prior to commencing work.

The project has two distinctive boat work areas that are split up between the spillway and powerhouse. They each present varying degrees of risk, which requires specific coordination and boat configuration prior to entering the BRZ. For a complete list of the requirements and regulations for boat operations see the Standing Order “McNary Projects Boat Restricted Zone (BRZ) Standing Order OPN-74.”

Diving

If research requires a diver, then a dive plan must be in place prior to beginning work at McNary Project. For additional information and requirements for diving, contact the district dive coordinator, Richard.A.Benoit@usace.army or contact Walla Walla District office to request a copy of the District Diving Operations Checklist. (Appendix I, Annex E NWWOM 385-1-1. Updated 2 December 2005.)

Chemical Storage, Disposal and Safety Data Sheets (SDS)

A list of all chemicals that the research unit anticipates using at McNary must be presented to the Project Biologist prior to bringing any chemicals to the site.

SDS must be obtained for all approved hazardous materials and copies provided to the Project Biologist. Each research unit is responsible for providing their own first aid supplies, including any supplies listed on the SDS. Research units are also responsible for the proper storage and disposal of chemicals and hazardous wastes. If a researcher spills any chemical or hazardous material, they are responsible for all clean up and the spill must be reported to the Control Room.

All chemical must be stored and labeled in manners listed on SDS.

Construction Activities

All plans for fish related construction at McNary must be coordinated through the Project Biologist. Construction may not begin until the Project engineering staff has approved the proposal. All crane operations must be approved by the Chief of Operations. Cranes must meet all Army Corps safety requirements and must be load tested by a project engineer prior to crane operation. Crane operators must also be approved. Activities which can potentially cause material or pollutants to fall into fishways or generate noise that may result in fish delay, must be coordinated with FPOM and McNary's Project Biologist prior to starting.

In some cases, construction or installation of equipment on an adjacent shoreline may require an additional permit for Army Corps Real Estate. It is the researcher's responsibility to ensure any necessary coordination occurs prior to planning any installation or construction project lands or structures. Check with the Project Biologist early in the planning process to determine if a Real Estate permit will be necessary to allow work to proceed.

Security Considerations

McNary security regulations require that every person working on the project wear an identification badge while on site. Family members and guest are not authorized to be on Project or in work areas without prior approval. In addition, all non-government vehicles must be identified with a placard identifying the company they are employed by and it must be prominently displayed on the dash or attached to both sides of the vehicle.

When arriving on project, all researchers are asked to check in at the guard station. At the guard station, employees will sign the guard log book and the Fisheries "Check In" log. In addition, a phone call to the Project Biologist must be made stating the employee's arrival on the project.

Researchers are asked to restrict the number of visitors they invite to McNary. All persons visiting non-public areas must be accompanied by a designated Project POC and by a USACE employee. The Project Biologist or Chief of Operations, will be notified of all visitors associated with any Fish contract work, before being brought to McNary as early as possible.

Foreign nationals requesting access must work with their contract specialist to submit appropriate documentation to Walla Walla District Security personnel at least 30 days prior to the start of the work date at McNary Project. It can take several weeks for approval request to be approved. Project Biologist can help to facilitate foreign national access requests.

Appendix A

Researchers Forms

Fish Activities Worksheet Pre-Work Checklist

Research Group:

Research Activity:

Point of Contact:

Phone Number:

Anticipated Start Date:

Anticipated End Date:

Activity Area:

- Request for Access Letter
- Request for Access approval response
- Letter to OPM and Chief of Operations
- Response from OPM and Chief of Operations
- Work plan
- Detailed schedule of activities and FPOM coordination approval as required
- Statement of impacts to the project, project support needs, storage, parking
- Funding arrangements for project support
- Job Hazard Analysis
- Activity Hazard Analysis
- Safety Data Sheets
- Appropriate ESA documents
- State collectors permit
- Complete list of personnel, vehicles and boats
- First aid/CPR certification list with expiration dates
- Take HECP online training (annual requirement)
- Provide copies of HECP training to Project Biologist or the Assistant Biologist
- Employee names added to the HECP Appendix D in the Control Room (Safe Clearance Only)
- Pre-work orientation meeting
- Gate/door keys issues
- Photo ID badge



McNary Dam Identification Badge Access Form

US Government Employee:

Name:	SSN: <i>Last Four</i>
Position Series/Grade:	
Contact Phone:	
Supervisor:	
Access Point Code: <i>For Government Use Only</i>	
Date Card Issued:	Date Card Returned:
William Gersbach, Chief of Operations Signature:	
Signature:	

Contract Employee: (or other)

Name:	SSN: <i>Last Four</i>
Company:	
Position:	
Contact Phone:	
Estimate Seasonal Work Dates or Contract Duration:	
Begin:	End:
Date Card Issued:	Date Card Returned:
Access Point Code: <i>For Government Use Only</i>	
William Gersbach, Chief of Operations Signature:	
Signature:	

Primary Contact Information

Name: _____
Title: _____
Organization: _____
Phone (Office): _____
Cell: _____
E-Mail: _____

Project Information

Contract/Study Name: _____
Contract/Study Number: _____
Date of Installation: _____
Date Research Completed: _____

Primary Contact Information

Name: _____
Title: _____
Organization: _____
Phone (Office): _____
Cell: _____
E-Mail: _____

Project Information

Contract/Study Name: _____
Contract/Study Number: _____
Date of Installation: _____
Date Research Completed: _____

ACTIVITY HAZARDS ANALYSIS

Overall Risk Assessment Code (RAC)
(Use highest code)

Date: _____ Project: _____

Activity: _____

Activity Location: _____

Prepared By: _____

Reviewer Signature: _____

Risk Assessment Code Matrix

E = Extremely High Risk
H = High Risk
M = Moderate Risk
L = Low Risk

		Probability				
		Frequent	Likely	Occasional	Seldom	Unlikely
Severity	Catastrophic	E	E	H	H	M
	Critical	E	H	H	M	L
	Marginal	H	M	M	L	L
	Negligible	M	L	L	L	L

Add Identified Hazards

	JOB STEPS	HAZARDS	ACTIONS TO ELIMINATE OR MINIMIZE HAZARDS	RAC
X				
X				
X				

Add Items

	EQUIPMENT	TRAINING	INSPECTION
X			
X			
X			

Involved Personnel: _____

Acceptance Authority (digital signature): _____

Appendix B

Adult Fish Counter Guidelines

Orientation

Prior to fish count operations beginning at McNary Project, an email from the contractor must be sent to the Project Fishery Biologist to set up an orientation meeting. This meeting will be performed with the Project OPM and the Project Fishery Biologist. This process must be done annually.

Points of Contact

McNary Project Personnel:

Operations Project Manager
David Coleman
82790 Devore Road, PO Box 1230
Umatilla, Oregon 97882
Dave.R.Coleman@usace.army.mil

Project Fisheries Biologist
Bobby Johnson
82790 Devore Road, PO Box 1230
Umatilla, Oregon 97882
Bobby.Johnson@usace.army.mil

Assistant Fisheries Biologist
Denise Griffith
82790 Devore Road, PO Box 1230
Umatilla, Oregon 97882
Denise.S.Griffith@usace.army.mil

Key Personnel

Some of the important project phone numbers are shown in the adjacent table. The three-digit numbers are used on the internal project phone system. These phones are available at many locations around the project.

Control Room	231
Operations Manager	251
Chief of Operations	253
Project Fisheries Biologist	212
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General Safety Considerations

A new Activity Hazard Analysis (AHA) must be provided for review and approval at the beginning of each year of activity. This is an important requirement of the Army Corps Safety Manual. The AHA must contain the same information as the example provided, but you may also request a blank fillable AHA from the Project biologists.

As defined in the Army Corps Safety Manual, all employees are required to complete the online Hazardous Energy Control Program (HECP) training. Each contractor is responsible for providing this training to their employees in a timely manner before work begins at McNary Project. This training is to safeguard personnel whose operating, maintenance, construction, testing, or research duties require them to work on or near equipment in which the unexpected energizing, startup, or release of any form of hazardous energy could cause personal injury or property damage. The HECP training level will be determined by the Project Chief of Operations. Once the training is finished, a copy of the certificate of completion must be provided to the Project Biologist or to the Assistant Biologist either in person or by email. Employees requiring a safe clearance cannot begin work until their name has been added to the HECP Appendix D in the Control Room at McNary Project. To complete the HECP training please go to the link provided. <http://hecp.vividlms.com/>

All safety incidents need to be reported immediately to security. The following information will need to be provided:

- Location of the incident
- Personnel involved
- Severity of situation
- Resources required to fix situation

Safety Equipment and Clothing

Each contracted employer is responsible for providing their employees with the appropriate safety training and equipment. If Army Corps of Engineers (COE) personnel are working within the count station area, then safety equipment needed includes a hard hat.

Personnel must also conform to dress requirements while at McNary project. The minimum dress requirements include: long pants, a sleeved shirt and steel toe boots. The dress code applies in all non-visitor areas. The dress code is in effect all hours, even night shift.

Vehicle speed limits are posted throughout the project. Personnel shall comply with these limits and should drive defensively. Seat belt use is required. Riding in the cargo area of trucks is prohibited. Special care must be taken to avoid accidents.

Smoking indoors is not permitted anywhere at McNary with the exception of smoking shelters. These shelters are provided at strategic locations for personal protection from weather while smoking outside. Smoking is not allowed within 50' of any doorway.

Security Considerations

McNary security regulations require that every person working on the project wear an identification badge while on site. A badge access form must be filled out and returned to the Project Biologist at least two weeks prior to working at the project.

All non-government vehicles must be identified with a placard identifying the company they are employed by and it must be prominently displayed on the dash or attached to both sides of the vehicle.

A list of employee vehicles and license plate numbers must be maintained by the contractor and provided to the security guard, so all vehicles can be verified. In an emergency, if a different vehicle is driven by the employee while on the project, the security guard must be notified as soon as the employee arrives on the project.

As a safety precaution, no employee may drive across the project deck from one count station to the other. All employees are required to drive around the facility using main access public roads.

In addition, when entering/departing the security gate, stop and wait for gate to completely close before proceeding to destination.

When arriving on project, all fish counters are asked to call the control room to announce their arrival.

Family members and guests are not authorized on Project or in work areas without prior approval. Employees are asked to restrict the number of visitors they invite to McNary.

All persons visiting non-public areas must be accompanied by a designated Project POC or by a USACE employee. The Project Biologist or Chief of Operations, will be notified of all visitors associated with any Fish contract work, before being brought to McNary as early as possible.

Contractors Worksheet Pre-Work Checklist

Contracting Group:

Point of Contact:

Phone Number:

- Complete list of personnel to Project Biologist
- Complete list of vehicles and license plate numbers to security
- Take HECP online training (annual requirement)
- Provide copies of HECP training to Project Biologist or the Assistant Biologist
- Employee names added to the HECP Appendix D in the Control Room (Safe Clearance Only)
- Activity Hazard Analysis
- Pre-work orientation meeting
- Gate/door keys issues
- Identification badge access form
- Photo ID badge

ACTIVITY HAZARDS ANALYSIS

Overall Risk Assessment Code (RAC)
(Use highest code)

Date: _____ Project: _____

Activity: _____

Activity Location: _____

Prepared By: _____

Reviewer Signature: _____

Risk Assessment Code Matrix

E = Extremely High Risk
H = High Risk
M = Moderate Risk
L = Low Risk

		Probability				
		Frequent	Likely	Occasional	Seldom	Unlikely
Severity	Catastrophic	E	E	H	H	M
	Critical	E	H	H	M	L
	Marginal	H	M	M	L	L
	Negligible	M	L	L	L	L

Add Identified Hazards

	JOB STEPS	HAZARDS	ACTIONS TO ELIMINATE OR MINIMIZE HAZARDS	RAC
X				
X				
X				

Add Items

	EQUIPMENT	TRAINING	INSPECTION
X			
X			
X			

Involved Personnel: _____

Acceptance Authority (digital signature): _____

Appendix C

Smolt Monitoring Program Guidelines

Orientation

Before the Smolt Monitoring Program (SMP) can begin at McNary Project, an email from the contractor must be sent to the Project Fishery Biologist to set up an orientation meeting. This meeting will be performed with the Project OPM and the Project Fishery Biologist. The following list of items should be considered prior to the orientation meeting:

- Safety Data Sheets
- Personnel and vehicles
- ESA documents, when applicable
- State collectors permits, when applicable

Removing fish or wildlife from McNary requires a State collectors or transport permit. A copy of the permit must be provided to Project biologists before research or removal may commence.

Please make every effort to personally introduce staff you will have onsite directly with the Project Biologist. This whole process must be done annually.

Points of Contact

NWW District Coordinators:

Adult Fish Coordinator
Greg Moody
NWW Operations Division, Fisheries Biologist
Gregory.P.Moody@usace.army.mil
509-527-7124

Juvenile Fish Coordinator
John Bailey
NWW Operations Division, Fisheries Biologist
John.C.Bailey@usace.army.mil
509-527-7820

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Project Fisheries Biologist
Bobby Johnson
82790 Devore Road, PO Box 1230
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Assistant Fisheries Biologist
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General Safety Considerations

A new Activity Hazard Analysis (AHA) must be provided for review and approval at the beginning of each year of activity. This is an important requirement of the Army Corps Safety Manual. The AHA must contain the same information as the example provided, but you may also request a blank fillable AHA from the Project biologists.

The SMP must conduct their own weekly safety meetings. Relations with the project and important safety considerations should be discussed. Notes or a list of topics from these weekly meetings must be provided to the Project Biologist monthly.

As defined in the Army Corps Safety Manual, all employees are required to complete the online Hazardous Energy Control Program (HECP) training. Each contractor is responsible for providing this training to their employees in a timely manner before work begins at McNary Project. This training is to safeguard personnel whose operating, maintenance, construction, testing, or research duties require them to work on or near equipment in which the unexpected energizing, startup, or release of any form of hazardous energy could cause personal injury or property damage. The HECP training level will be determined by the Project Chief of Operations. Once the training is finished, a copy of the certificate of completion must be provided to the Project Biologist or to the Assistant Biologist either in person or by email. Employees requiring a safe clearance cannot begin work until their name has been added to the HECP Appendix D in the Control Room at McNary Project. To complete the HECP training please go to the link provided. <http://hecp.vividlms.com/>

All safety incidents need to be reported immediately to security. The following information will need to be provided:

- Location of the incident
- Personnel involved
- Severity of situation
- Resources required to fix situation

Safety Equipment and Clothing

Each contractor is responsible for providing their employees with the appropriate safety equipment. Safety equipment includes: steel toe boots, hard hats, earplugs, eye protection and personal floatation device. Contact the Project Biologist for information on what additional equipment may be required for your activities.

Personnel must also conform to dress requirements while at McNary project. The minimum dress requirements include: Long pants, sleeved shirt, steel toe boots and a hard hat. The dress code applies in all non-visitor areas. The dress code is in effect all hours, even night shift.

In the event an employee must go out onto the Navigation Lock Wing Wall to collect temperature data, additional requirements and safety equipment is needed. No employee shall go out onto the Wing Wall alone. Employees must carrying a radio and each employee must wear a personal floatation device. Employees must call into the Control Room before walking out onto the Wing Wall and call again when work is completed.

Vehicle speed limits are posted throughout the project. Personnel shall comply with these limits and should drive defensively. Seat belt use is required. Riding in the cargo area of trucks is prohibited. Special care must be taken to avoid accidents.

Smoking indoors is not permitted anywhere at McNary with the exception of smoking shelters. These shelters are provided at strategic locations for personal protection from weather while smoking outside. Smoking is not allowed within 50' of any doorway.

Chemical Storage, Disposal and Safety Data Sheets (SDS)

A list of all chemicals that the SMP anticipates using at McNary must be presented to the Project Biologist prior to bringing any chemicals to the site. SDS must be obtained for all approved hazardous materials and copies provided to the Project Biologist, as well as a copy stored in the dry lab for quick reference. All chemicals must be stored and labeled in manners listed on SDS.

SMP is responsible for the proper storage and disposal of chemicals and hazardous wastes. If SMP spills any chemical or hazardous materials, they are responsible for all clean up and the spill must be reported to the Control Room.

SMP is responsible for providing their own first aid supplies, including any supplies listed on the SDS.

Temperature Monitoring Activities and Equipment

All temperature equipment must be properly marked and identified with stickers or labels while on McNary property. Areas where temperature probes are used must be marked with laminated weather resistant tags. Project personnel shall remove any equipment that has not been properly coordinated and is not labeled. Once data collection has been completed for the season, the equipment must be removed from the project, unless permission to do otherwise has been authorized by the OPM or the Project Biologist.

Wet/Dry Lab and Sample Tank Activities

All activities in the wet/dry lab must be done safely. General cleanup of the wet lab floor and counters must be completed daily before employees leave. This includes drying the wet lab floor, cleaning counters of fish scales and chemical residue, and removing lingering towels, buckets and tools. It is important to remember the wet lab is visible for all of the general public to see from the visitor center windows.

Working at the sample tanks can be hazardous at times depending on weather and other factors. Be aware the grading is slippery when it is wet. Watch footing around the tanks and be cautious of foot stools. Use safe movements when using the crowder. This equipment is heavy and can cause strains or injuries to different parts of the body if not done carefully. Always use proper PPE when working at the sample tanks.

Gas Bubble Trauma (GBT) Sampling

It is important to always follow GBT protocols. Listed in this section are key topics to remember while performing GBT at McNary.

While performing GBT sampling, it is important for the contracted employee to continue to focus on safety for themselves and others. Employees must wear PPE while performing GBT sampling. Please be aware of your surroundings and that USACE employees will be working in the same environment. Larger equipment, such as nets used to catch the fish, can be a hazardous if not properly used.

Safe handling of fish is crucial when conducting GBT. When netting juveniles from the separator, watch for debris mixed within the water. Loose sticks and other debris can cause injury and descaling of fish. Net the fish without allowing them to hit the rim of the net.

Follow all GBT protocols for anesthetizing fish properly. Use buckets provided with safety fish netting to ensure fish are not jumping from the buckets. In addition, maintain a medium level of water within the bucket to help prevent the juveniles from escaping. Awareness of a juvenile fish's ability to jump high and rapidly can help the employee protect the fish.

Be aware of adult fish in the separator. If adult fish are present, please wait till a USACE employee can release them. At times, helping to notify the technician on duty of an adult in the separator can aid for a quicker release of the adult fish.

When completing GBT for the day, ensure all fish have been flushed from the GBT pipe leading into the lab. Fish tend to hold up in low areas of the pipe and can get stranded. Using the balloon or ice technique can help aid with pushing the fish down the pipe. Also, clean up area around the separator. Remove all sticks and debris from concrete walkway. Return to the wet lab any tools, buckets and other equipment used.

Contracted Project Assistance

From time to time during the contractual period, the contracted employees might perform activities directly affecting the welfare of the juvenile fish. These activities may vary during the season and would be assigned by the Project Biologist. Allowed activities are listed within the current year's contract. All Contracted employees must wear proper PPE and follow all safety protocols for the activity performed as directed by Project biologists.

Security Considerations

McNary security regulations require that every person working on the project wear an identification badge while on site. A badge access form must be filled out and returned to the Project Biologist at least two weeks prior to working at the project.

A list of employee vehicles and license plate numbers must be maintained by the contractor and provided to the security guard, so all vehicles can be verified. In an emergency, if a different vehicle is driven by the employee while on the project, the security guard must be notified as soon as the employee arrives on the project.

Family members and guests are not authorized on Project or in work areas without prior approval. Researchers are asked to restrict the number of visitors they invite to McNary.

All persons visiting non-public areas must be accompanied by a designated Project POC or by a USACE employee. The Project Biologist or Chief of Operations, will be notified of all visitors associated with any Fish contract work, before being brought to McNary as early as possible.

Contractors Worksheet Pre-Work Checklist

Contracting Group:

Point of Contact:

Phone Number:

Anticipated Start Date:

Anticipated End Date:

- Pre-work orientation meeting
- Safety Data Sheets
- Appropriate ESA documents, if necessary
- State collectors permit, if necessary
- Complete list of personnel to Project Biologist
- Complete list of vehicles and plate numbers to security
- Take HECP online training (annual requirement)
- Provide copies of HECP training to Project Biologist or the Assistant Biologist
- Employee names added to the HECP Appendix D in the Control Room (Safe Clearance Only)
- Activity Hazard Analysis
- Badge access form
- Gate/door keys issues
- Photo ID badge



US Army Corps
of Engineers®

McNary Dam Identification Badge Access Form



US Government Employee:

Name:	SSN: <i>Last Four</i>
Position Series/Grade:	
Contact Phone:	
Supervisor:	
Access Point Code: <i>For Government Use Only</i>	
Date Card Issued:	Date Card Returned:
William Gersbach, Chief of Operations	Signature:
	Signature:

Contract Employee: (or other)

Name:	SSN: <i>Last Four</i>
Company:	
Position:	
Contact Phone:	
Estimate Seasonal Work Dates or Contract Duration:	
Begin:	End:
Date Card Issued:	Date Card Returned:
Access Point Code: <i>For Government Use Only</i>	
William Gersbach, Chief of Operations	Signature:
	Signature:

ACTIVITY HAZARDS ANALYSIS

Overall Risk Assessment Code (RAC)
(Use highest code)

Date: _____ Project: _____

Activity: _____

Activity Location: _____

Prepared By: _____

Reviewer Signature: _____

Risk Assessment Code Matrix

E = Extremely High Risk
H = High Risk
M = Moderate Risk
L = Low Risk

		Probability				
		Frequent	Likely	Occasional	Seldom	Unlikely
Severity	Catastrophic	E	E	H	H	M
	Critical	E	H	H	M	L
	Marginal	H	M	M	L	L
	Negligible	M	L	L	L	L

Add Identified Hazards

	JOB STEPS	HAZARDS	ACTIONS TO ELIMINATE OR MINIMIZE HAZARDS	RAC
X				
X				
X				

Add Items

	EQUIPMENT	TRAINING	INSPECTION
X			
X			
X			

Involved Personnel: _____

Acceptance Authority (digital signature): _____